



ASSET RECOVERY BUREAU M A L T A

INVESTIGATIONS UNIT

About the Unit

The Investigations Unit plays a central role in supporting the Asset Recovery Bureau's asset recovery mission through the gathering, analysis and development of intelligence and evidence relating to criminal assets. The Unit conducts investigations, prepares analytical and investigative reports, supports asset tracing activities, liaises with national and international stakeholders, and assists other ARB units by providing intelligence and operational support. The Unit also contributes to strategic reporting, policy development and the continuous improvement of investigative methodologies.

Bureau Officer I (Investigations)

Role Overview

- Assist in obtaining and analysing evidence in support of ongoing investigations.
- Support the preparation of investigation reports and the compilation of findings.
- Assist other ARB units by providing relevant information and intelligence.
- Assist in the collection, organisation and assessment of information and intelligence relevant to ongoing investigations.
- Maintain and update case files, databases and investigation records.
- Prepare reports, statistics and information relating to investigations and asset recovery activities

Eligibility Requirements

Applicants must satisfy one of the following requirements*:

- A Diploma or qualification at MQF Level 4; OR
- Two (2) Advanced Level qualifications; OR
- A pass in Four (4) Ordinary Level qualifications; OR
- At least 5 years' experience with a disciplined force

Bureau Officer II (Investigations)

Role Overview

- Analyse and scrutinise evidence to support investigations and formulate recommendations.
- Assist in the preparation and review of investigation reports and findings.
- Support investigative decision-making through the identification of findings, trends and procedural weaknesses.
- Assist in maintaining case files, intelligence databases and investigative records.
- Support other ARB units by providing intelligence, analytical information and investigative support.
- Prepare and interpret reports, statistics and information relating to asset recovery investigations.
- Support the administration and coordination of the Unit.

Eligibility Requirements

Applicants must satisfy one of the following requirements*:

- A First Degree qualification at MQF Level 6; OR
- A Diploma qualification at MQF Level 5; OR
- A Certificate or Diploma qualification at MQF Level 4; OR
- At least 8 Years' experience with a disciplined force

Manager (Investigations)

Role Overview

- Lead and coordinate the activities of the Investigations Unit.
- Oversee the collection, analysis and evaluation of evidence relating to investigations.
- Review and approve investigation reports and recommendations.
- Contribute to the development of policies, procedures and strategic reports, including the ARB Annual Report.
- Ensure investigations are carried out in accordance with established methodologies, legislation and timeframes.
- Liaise with stakeholders and support other ARB units through the sharing of information and intelligence.
- Represent ARB in meetings, court proceedings and international engagements when required.

Eligibility Requirements

Applicants must satisfy one of the following requirements*:

- A First Degree qualification at MQF Level 6; OR
- A Diploma qualification at MQF Level 5; OR
- A Certificate or Diploma qualification at MQF Level 4; OR
- At least 10 Years' experience with a disciplined force

** The eligibility requirements outlined below are provided for guidance purposes only. Specific qualifications, experience and other requirements may vary between vacancies. Applicants should always refer to the relevant vacancy notice and job description, which shall prevail in the event of any discrepancy.*